

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
January 19, 2017, LIETZ HALL, MARTIN CITY, MT
Minutes**

The meeting was called to order at 7:03 p.m. Present: Board Members Greg Doggett, Jacque Ferbrache, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe.

The Minutes for October 20, 2016 were approved by unanimous consent.

For the Operator's Report, Shane Pierson reported that the Glacier Hills flush hydrant was relocated in November. The original hydrant had to be replaced because there was a defect in its casting and it leaked. Shane will contact the manufacturer about possible reimbursement since other local inquiries about obtaining credit were unsuccessful. The leak repair dig at the Deerlick Saloon was also completed. The gas line near the project was mismarked by U-Dig, but with much hand digging by the operators damage to the line was avoided. However, repair to adjacent customer Amber Gordon's driveway and fence was needed. The Deerlick's owner was informed of a leak on their end of the connection.

The Department of Environmental Quality conducted a Sanitary Survey Inspection of the District on November 23. No significant deficiencies were noted during the inspection. The report was very complimentary of district operations and its general manager. One screen had come off Well #1 and Shane reseated it with a new screen and sent photos to DEQ for verification.

Normal operations and maintenance continued in December. The Sensaphone called again with a low-water alarm in January. Upon inspection the General Manager found a zero tank level with Pump #2 running, causing Shane to suspect a break in the main. Power to the Glacier Hills subdivision had failed, and the UPS at the storage tank failed to operate correctly. The Board President requested notification whenever there are tank level control issues, and he will try to notify Shane when Glacier Hills power outages occur. Thermostat problems at the pumphouse have also occurred. This was replaced less than a year ago, Greg will inquire about a warranty replacement.

Shane will work with Back-up Operator John Helton to update the Lead and Copper Site Plan, which is due to DEQ by June 30. There was a lot of discussion about the purpose and outcome of this testing, given the hard-to-explain restrictions being imposed by MDEQ. The Board President was not happy with the outcome. Water quality testing for 2017 includes nitrate, which is yearly, and the multi-year requirements to test for arsenic, rad gross alpha, radiums combined, synthetic organic compounds (SOCs), and volatile organic compounds (VOCs).

Three new Work Orders were added in January dealing with the previously reported Lead and Copper plan and UPS status. The third WO deals with locating and photographing all curb stops and system valves. Completion dates were discussed. The General Manager also reported that the O & M Strategy is current. One meter, covered by 12 to 18 inches of gravel, still needs replacing, and the General Manager will investigate a possible leak as indicated by snow melting from the ground up near Sequence #320 across Highway 2.

The hours recorded in the Operators Logs were discussed in regards to a possible leak at Michael Seaman's property, Account #113. It was reiterated that John must inform Shane of any field visits he intends to make before they occur, to assure that no unintended duplication takes place.

The bacteriological water test results for coliform taken on November 22, 2016 at Walter Dennis' residence, on December 8, 2016 at the Glacier Hills Pumphouse, and on January 5, 2017 at the Pumphouse by Shane Pierson were satisfactory.

In review of the System Reports for October, November, and December, work on the system probably caused the uptick in water loss in November, but water loss in December was the lowest in a long time, a positive indication for future measurements. The Board reviewed the Usage Reports, the Adjustments Reports and the Rate Code Reports. Shane calls any customer with an unexplained high usage for the month. Florian Skyland's final bill for water service installation for Account #177 was noted on the October Adjustments Report. Skyland's new home is not completed so his water remains turned off. The Board President was encouraged by the number of active meters slowly increasing throughout the year in the Usage and Loss Reports. The Comparison Reports for all 3 months reflected lower water loss percentages than a year ago.

The Clerk reviewed the District's financial statements for October 31, November 30, and December 31, 2016. Final tax bill year-end receipts for 2016 from Flathead County deposited in Tax Roll Fund #7273 amounted to \$27,219.67. The Capital Investment Fund #7274 received a total of \$1,590.03 in interest distribution for the year.

The 2016 and 2017 Cash Flow Forecasts were reviewed next. The Board President described how the Cash Flow Forecast was a working indicator of the District's financial health. The Clerk explained that an amortization schedule listed both loan interest and principal payments for the year. She iterated the need for an updated amortization schedule of the District's loan from the U.S. Department of Agriculture Rural Development reported on the Clerk's time sheet in December.

The Disbursement Report for November 15, 2016 listed leak repair related payments to Northwest Pipe Fittings for \$1,608.80 and Tom's Backhoe Service for \$960. Additional payments of \$836.74 to Northwest Pipe and \$550 to Tom's Backhoe Service were noted on the December 15, 2016 Disbursement Report. The January 19, 2017 Disbursement Report listed the 941 Employer's Federal Quarterly tax payment of \$1,338.52; the MT Unemployment Quarterly Tax payment of \$32.75; the MT Annual Withholding Tax of \$1,143, and \$416.79 for the first installment for January 2017 Montana State Fund Workmen's Compensation Insurance. **A motion to approve the Disbursement Reports dated November 15, December 15, and January 19 was made by Greg, seconded by Jacque, and unanimously approved by the Board.**

The Past Due Reports were reviewed. Andrew Bancroft, Account #95, was posted for two months past due. Following a request by the Clerk, the MCCWD Board agreed to waive Ila Gansereit's final water bill.

Under Old Business, the replacement work needed for the old 1½ inch line north of Old Hwy 2

is ready to go out for bid. No activity has been made on the sale of the District's surplus property at 3rd Ave. S. or on possible solutions to the cost of fire hydrant repairs in response to the Martin City Rural Volunteer Fire Department Board's letter. The Board President reported that system map updates, including the Glacier Hills expansion, are close to being finished.

Under New Business, MCCWD 2017 Budget expenses were explained. A couple of minor adjustments were made. **Greg made a motion to approve MCCWD's amended 2017 Budget. Jim seconded the motion and Jacque approved.**

The District's next Board Meeting is scheduled for Thursday, April 20, 2017 at 7:00 p.m. As there were no other items to discuss, Jacque made a motion at 8:40 p.m. to adjourn, and Greg seconded it; all agreed.

Respectfully submitted,

Victoria Zerbe